

POSITION DESCRIPTION**Sch C****Town of Needham****Finance Committee, Executive Secretary****1/99**

Duties:

Under the direction of the Finance Committee, provide professional staff analysis and assistance to the Committee in preparation and administration of the annual Town budgets and financial schedules.

Advise and assist the Finance Committee in the preparation of the Town's annual budget and financial plan, to include review and evaluation of operating and capital budget requests; analysis of expenditure trends and budget performance of municipal departments; and compiling of funding summaries, pro forma-tax recap summaries, detailed revenue estimates, debt service schedules, Enterprise fund reports, and other supporting data required to facilitate Finance Committee financial planning and projections.

Prepare computer spreadsheets and database schedules for the formulation of summaries, financial analyses and other financial data required by the Finance Committee for its deliberations.

Advise and assist the Finance Committee in the execution of the annual Town budget by identifying deviations from budget appropriations or revenue estimates; advising Town departments of particular budgetary concerns which may be expressed by the Finance Committee; conducting appropriate research; and advising the Finance Committee of potential budget issues that may require Finance Committee attention and/or action.

Attend and participate in Finance Committee meetings; provide historical background and current data and analysis on issues under consideration; may serve occasionally as the Committee's representative to a specific department or on special Town committees; communicate regularly with the Committee chair to review agenda items, reports, and plan committee meetings; and assist in orienting new Committee members to their duties, data, reports and historical background.

Maintain the detailed accounts of the Finance Committee reserve fund, and inform appropriate Town officials of the actions of the Finance Committee with respect to reserve fund transfers.

Advise and assist the Finance Committee with respect to Town by-laws and state and federal statutes and/or executive orders which may affect the Town's financial position, to include such issues as mandated expenditures, state aid funding formulas, collective bargaining agreements, eligibility criteria for grants-in-aid, debt financing limitations, and pension liabilities.

Represent the Finance Committee in its official relations with Town departments and employees, boards, committees, trustees, media representatives, regional bodies, state and federal agencies, and the public at large.

Implement the policies and procedures of the Finance Committee and maintain the official records of the Finance Committee; inform appropriate Town officials of the actions of the Finance Committee as they may relate to them.

Perform other related duties as required.

Basis Knowledge

Position requires general knowledge equivalent to the completion of four years of college, with specialized courses in financial management.

Experience

Duties require three to five years related financial experience, preferably within a municipal setting and specifically with the Town of Needham.

Independent Action

Incumbent operates independently within the scope of Finance Committee procedures, referring policy issues to Chairman.

Supervisory Responsibility

None.

Physical and Environmental Standards

- Normal office environment, not subject to extremes in temperatures, noise, odors, etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile.